

**Minutes from the Site Visit & Pre-Proposal Conference
of August 12, 2015
RFP No. SRP380-15-R-0010
GSO Building Roof Replacement**

Site Visit

All attendees were shown the site, and were given the opportunity to thoroughly inspect and familiarize themselves with the area, as well as to confirm measurements of the area.

Introduction

Procurement Supervisor, Belle Mecabalo, welcomed all attendees, and chaired the pre-proposal conference. Other U.S. Government representatives present were Bernie Dela Cruz and Reuel Bautista.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- (1) Section A – Standard Form (SF) 1442, Solicitation, Offer, and Award - cover page
- (2) Section B – Supplies or Services and Prices/Costs
- (3) Section C – Description/Specifications/Statement of Work
- (4) Section D – Packaging and Marking
- (5) Section E – Inspection and Acceptance
- (6) Section F – Deliveries or Performance
- (7) Section G – Contract Administration Data
- (8) Section H – Special Contract Requirements
- (9) Section I – Contract Clauses
- (10) Section J – List of Attachments
- (11) Attachments: Attachment 1 to 7
- (12) Section K – Representations, Certifications and Other Statements of Offerors or Quoters
- (13) Section L – Instructions, Conditions, and Notices to Offerors or Quoters
- (14) Section M – Evaluation Factors for Award

Questions

The following questions were received on or before the due date of August 13, 2015 at 4:00 pm. Answers are provided below:

Q1: What type of truck are we allowed to use as transport when removing the roof debris daily? Can we use dump truck? Do you have a recommended dumping site?

A1: Dump trucks are allowed to enter the compound as long as it is included in the access request. There are no recommended dumpsites.

Q2: Are we allowed to use manual pulley to lift the materials on the roof?

A2: Yes, as long as it is safe to use and will not cause any delay in the completion of performance.

Others

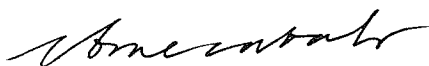
The prospective offerors were also reminded of the following:

- (1) Amendment 001 is issued to delete previously issued SF-1449 and replace with SF-1442, copies of which were provided to the attendees. Amendment also covers the extension of due date for written questions to August 13, 2015 at 4:00 PM.
- (2) Section B.3, Type of Contract – This contract is firm fixed price. It is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, transportation, labor or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
- (3) Section B.2, Value Added Tax (VAT) – VAT shall not be included in the firm fixed price as it is not applicable to this contract.
- (4) Section B.1, Contract Price – Price shall be in Philippine Pesos.
- (5) FAR 52.222-50, Combating Trafficking in Persons (TIP) – The U.S. Government has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract termination.
- (6) FAR 52.204-7, System for Award Management (SAM) – Contractors must register in SAM at <http://www.sam.gov>.
- (7) Hard copies of the drawings were provided to the attendees.

Conclusion

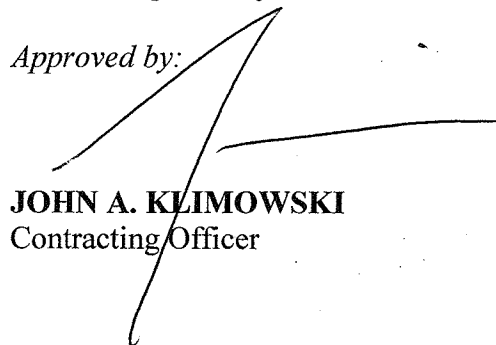
The conference concluded and the attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Prepared by:



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Approved by:



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